

## Updating Fees - MediFlex Version 8 and above.

The procedure for importing and updating fees in these newer versions of MediFlex has been greatly simplified. The process can be carried out from any MediFlex workstation and can be done while others users are active. An internet connection is required.

**NOTE:** Please ensure that you know what your fee descriptors mean and what fees they represent.

- 1) Go to “EditItems and Fees” and click the “Update<F7>” button.
- 2) Click the “Download Fee Files from Web” button.
  - a. You will see a list of files.
  - b. Check each one that you want to download. The names of these files should be self-explanatory, but please be sure you are bringing down the ones you need. Note that for backward reference purposes, fee lists from previous years will still be available. Please note that mbs = Medicare Benefit Schedule. You will see Insurance companies, MBS, Worksafe/Workcover and TAC plus others.
  - c. **NOTE:** that this step DOES NOT apply the figures – it simply downloads them from our website to your server, ready to be applied.
  - d. After you have selected all the fee files you want,
  - e. click the “Download Checked Files” button to bring them down to your site.
- 3) Once all your checked files have been downloaded,
  - a. close the “Download” panel. The “Fee Updates” panel that is now displayed shows a list of the names of all your fee schedules.
  - b. If you click your mouse in the “Import Fees From” column for each of the rows you want to update (in turn),
    - i. a drop-down arrow will appear on that row.
    - ii. Click the drop-down arrow to see a list of the fee files you now have downloaded and select the file that contains the correct set of figures for the row you are working on.
    - iii. Repeat this process for all other fees you wish to update.
    - iv. **NOTE:** if you wish to make one of your sets of fees a certain percentage or a certain fixed value above one of the standard sets of fees,
      1. you can do this in one step by selecting the base fees from the list as just described,
      2. then in the Modifier column, place the correct scaling factor.
      3. For example, if you wish to set one of your fees to 15% higher than the Medicare rebate figure, select the file as “mbs85-nov2009”, then in the Modifier column, enter “+15%”. As another example, if you wanted to charge a flat \$20 over and above the MBS Scheduled fee, select “mbs100-nov2009”, then in the Modifier column, enter “+20”. Easy !
- 4) BEFORE PROCEEDING, PLEASE CHECK THE RADIO BUTTON SELECTION AT THE TOP OF THIS PANEL. AS A GENERAL RULE, YOU SHOULD HAVE “Next” SELECTED.
- 5) When you have selected all the updates you need, click “Run”. This will load all the fees you have selected into the selected column (Current or Next) of your MediFlex Fee Schedule Table.
- 6) As a last step, if you have nominated that the fees you just loaded were to be placed in the “Next” column, you should set the date on which these fees become “Current”.
  - a. Go to “EditItems and Fees” and
  - b. click the “Nxt Fee Date<F8>” button.
  - c. Enter the date on which these new fees become useable. (Even if you are carrying out this procedure after Nov 1<sup>st</sup>, it is still advisable to enter 1/11/yyyy.)
- 7) **IMPORTANT:** Do not run this procedure more than once without first talking with us.
- 8) The first person to log onto MediFlex AFTER the “Nxt Fee Date” will be reminded that there are a new set of fees due to come into force, and will be asked if it is OK to swap over to them. Answering “Yes” will move the “Next” fees to “Current” and the “Current” fees to “Previous”.